



OFFICE MEMORANDUM

DATE: November 7, 2000

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Resident/Project Engineers/TSC Managers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 2000-20,
Revision of Final Estimate Checklist

The purpose of this memorandum is to revise the final estimate checklist. It supersedes the checklist as revised by BOHIM 2000-07. This revision clarifies the information required when the project final estimate is submitted to the Contractor Payment Unit of the Financial Services Division.

If the project engineer is certified, then the expiration date of the engineer's certification is required.

If the engineer is not certified, then the date the project was reviewed is required. This is the date the review summary (Form 1147) is signed by the appropriate engineer at the TSC. If the engineer is not certified, do not submit final estimates until the review is completed and sent to the Region Services Unit of the Construction and Technology Division.

The line, "**status of quantities** report has been reviewed and all quantities are balanced," line has been removed.

The "**inspection/acceptance report** was previously submitted or is attached," must be checked, and the **date the report was submitted** to Lansing included. After the project inspection/acceptance report (Form 1120) is completed, it must be distributed as noted on the revised form per BOHIM 2000-07. The original goes to the Financial Services Division. If the acceptance report is completed at the same time as the final estimate, it may be submitted with the final estimate package. A copy of the 1120 form must also go to the Financial Operations Division - Project Accounting.

The form **FHWA-47** must be attached if the project is over \$1,000,000 and federally funded on the NHS. If not, the "is not required" line should be checked.

The **Project certification** (the bottom portion of the 1120 form) must be attached for non-exempt federal projects on the NHS. If not, the "is not required" line should be checked.

History sheets are only required if the project was not done on field manager. The appropriate line should be checked.

The lines, **“Final as built plans have been sent to Lansing Design Division,”** as well as **“Contractor evaluations have been previously submitted,”**, should also be checked.

The **“project engineer”** line should be signed by the local agency engineer if the project is a local government project.

Resident/project engineers are requested to share this information with the local government agencies and the consultants under their jurisdiction

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C/T:GT:AW:kab

Index: Estimates, Pay

cc: C&T Staff
Real Estate, M. Frierson
Design, P. Miller
Maintenance, C. Roberts
Traffic & Safety, J. O'Doherty
C&T Division, J. Culp
OEO - A. Suber
J. Klee
R. Knapp
V. Blaxton
B. Jay
K. Trentham
MRBA
MAPA
MCPA
MCA
MAA
AUC
CRAM
MRPA



OFFICE MEMORANDUM

DATE:

TO: **Contractor Payment Unit**

FROM: _____
Resident/Project Engineer

Control Section and Job Number: _____

Enclosed is the final estimate package for the above mentioned project. The following check list addresses the status of the required documentation for processing final estimates:

If Resident/Project Engineer is certified, the certification expiration date is: _____

If Resident/Project Engineer is not certified, the date project review (form 1147) was signed is: _____

_____ The inspection/acceptance report (Form 1120) was previously submitted **or is attached**

The inspection/acceptance report submittal date is: _____

FHWA-47

_____ is attached (if over \$1,000,000 and federally funded on the NHS)

_____ is not required

Project Certification (Bottom portion of MDOT form 1120)

_____ is attached (**Required** for non exempt federal projects on the NHS)

_____ is not required (Project is **not** federal non exempt on NHS)

History sheets

_____ are attached

_____ are not required (UPTRAN projects)

_____ are not required (funding is the same for all pay items: i.e., all one funding category)

_____ are not required (field manager contract)

_____ Final as built plans have been sent to Lansing Design Division (Local Agency need not send as built plans)

_____ Contractor evaluations have been previously submitted

I hereby certify that the final quantities included for payment in this estimate have been properly documented, reviewed, and checked for accuracy in accordance with current published instructions and items in the cover letter/checklist have been addressed.

Project Engineer (Local Agency Projects
or Consultant Engineer/MDOT Projects)

Resident/Project Engineer